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14 June 1956

MEMORANDUM FOR: Director of Material

SUBJECT : Request for IBM Electric Typewriter

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In accordance with CIA Regulation [ ] Para. 7, an IBM electric typewriter is requested for the Secretary to the Project Deputy Director of Administration. Work done on this machine consists of cutting stencils, dittos, and cables, as well as the preparation of correspondence which must be typed in as many as twelve carbons. An IBM electric typewriter of the standard variety is specifically requested in order that the work done on the machine will be identical to that of the work typed by the Secretary to the Project director of Administration. There will be many occasions when papers will be written which will require that both Secretaries cooperate in the typing. For this reason, the machines should, of course, have the same "type" to afford flexible interchangeability.

JAMES A. CUNNINGHAM, Jr.  
Director of Administration

HS/sh

Distribution:

- 1 & 2 - Addressee
- 3 - Admin
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